

CLASSIFICATION: ELECTRONICS TECHNICIAN, RADIOLOGICAL INSTRUMENTATION I

Class Code: 4035-18

Date Established: 07-01-65

Occupational Code: 9-5-4

Date of Last Revision: 10-01-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform skilled work concerned with the inspection, testing, calibration, repair and maintenance of a variety of radiological instruments.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Inspects, tests, calibrates, repairs and maintains a variety of radiological instruments in accordance with predetermined specifications.
- Prepares records of production and accountability for the receipt, inspection, test, repair and maintenance of all types of radiological instruments.
- Maintains agency case files of individuals exposed to ionizing radiation in a working environment.
- Orders parts and supplies and maintains adequate equipment inventory levels.
- Assists in the training of personnel from local and state organizations in the proper maintenance of radiological instruments and equipment.
- Perform semi-annual wipe tests of all calibration sources and radiological training sets to ensure accuracy of instruments.
- Attends meetings, conferences, and seminars relevant to local, state and federal radiological response planning.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures or in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Completion of high school or G.E.D. equivalent and successful completion of a standard electrician apprenticeship (8000 hours). Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years of experience as an electronic instrument repairman, electronic instrument technician or equivalent. Each additional year of approved work experience may be substituted for one year of required formal education.

OR

Education: Associate's degree from a recognized college or technical institute with a major study in electronic or computer engineering, or related field.

Experience: Four years of experience as an electronic instrument repairman, electronic instrument technician or equivalent. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license. Must obtain Certification of Trusted Individual Status pertaining to state and federal regulations within one year of appointment as a condition of continuing employment.

SPECIAL REQUIREMENTS:

1. For appointment consideration, Electronics Technician, Radiological Instrumentation I applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.
2. Must pass Federal Bureau of Investigation, Nuclear Regulatory Commission, and New Hampshire State Police background check including credit history.
3. Must possess, demonstrate and maintain trusted individual characteristics with respect to both job requirements and personal behaviors as required by the Nuclear Regulatory Commission.
4. Must have successfully completed or will complete courses offered by FEMA Emergency Management Institute, as listed on the supplemental job description, within the first year of employment.
5. May be required to be available by phone and may be called upon to report to work at any time in response to an emergency.
6. Must have good understanding and knowledge of computer operation and ability to use Microsoft Office applications, including database management systems.

RECOMMENDED WORK TRAITS: Extensive knowledge of the fundamentals of electricity including the principles of circuits, radio, transmitting and receiving equipment and public address and recording systems. Extensive knowledge of basic mathematics and physical sciences. Knowledge of the background and objectives of federal, state and local emergency management programs. Knowledge of chemicals, radioisotopes and their presence in, and effect on air, water, soil and organisms. Knowledge of nuclear weapons and their effects. Skill in the use of small hand tools including those commonly used by journeymen mechanics and electricians. Ability to read and interpret schematics and circuit diagrams. Ability to use a variety of electronic test equipment used in the inspection, test, repair and maintenance of radiological instruments and equipment. Ability to maintain inventory control and related records to assure proper stock levels. Ability to evaluate situations and make decisions. Ability to establish and maintain effective working relationships with co-workers and the public. Ability to communicate effectively orally and in writing. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.